

STATE OF HAWAII  
DEPARTMENT OF PUBLIC SAFETY  
HONOLULU, HAWAII

May 3, 2006

**ADDENDUM B**

TO

RFP NO. **PSD 06-CPS/SA-34**

FOR

**JOB DEVELOPMENT, PLACEMENT AND FOLLOW-UP  
SERVICES FOR MALE OFFENDERS ON OAHU**

Section 4 – Proposal Evaluation, pages 4-2 through 4-4 are replaced with the attached marked with “Addendum B “ in the footer.

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**Frank J. Lopez**  
**Interim Director**

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)

##### 2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### B. Phase 2 - Evaluation of Proposal Application (100 Points)

##### **Background and Summary** ~~(10 Points)~~

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

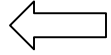
**Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

## 1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

### A. **Necessary Skills**

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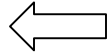


- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.

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### B. **Experience**

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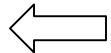


- Demonstrated skills, abilities, knowledge of, and past experience and performance on past contracts with PSD and others relating to the delivery of the proposed services as outlined in the POS Proposal Application.

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### C. **Quality Assurance and Evaluation**

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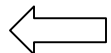


- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.

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### D. **Coordination of Services**

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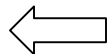


- Demonstrated capability to coordinate services with other agencies and resources in the community.

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### E. **Facilities**

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- Adequacy of facilities relative to the proposed services.

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## 2. ***Project Organization and Staffing (15 Points)***

The State will evaluate the applicant's overall staffing approach to the service that shall include:

### A. ***Staffing***

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
- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.
- Subcontractors qualifications and past experience.

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### B. ***Project Organization***

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- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

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## 3. ***Service Delivery (55 Points)***

The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

- Program philosophy;
- Program components;
- Description of case management services, including record-keeping and report writing methods;
- Description of how basic services will be provided;
- Description of how the range of services, including elements and methods of treatment, will be provided for all of the required services;
- Description of how agency will provide basic and treatment services to a fluctuating population with changing needs;
- Flexibility of treatment programs; and
- Description of on-site supervision of offenders.

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